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Student-Parent Handbook

G R A D E S 6 - 1 2



ATHENS

CITY SCHOOLS

A community connected by education.

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Dear Students and Parents:

Welcome to Athens City Schools. The ***Athens City Schools Student-Parent Handbook for 6<sup>th</sup> through 12<sup>th</sup> Grade*** is intended to provide consistency throughout the school experience in Athens under the guidance of the Board of Education.

As a district, we are always working to continually improve year after year. There are several changes in our procedures for the upcoming school year, and we encourage you to read through the entire document in order to stay current to ensure a great school experience.

You will find additional information available on the Athens City Schools website at [www.acs-k12.org](http://www.acs-k12.org). Please use this handbook as a resource, and do not hesitate to contact us at any time. Make direct inquiries to your school secretary or to the ACS Central Office by contacting Mr. Mike O'Rear at [mike.orear@acs-k12.org](mailto:mike.orear@acs-k12.org) or call 256-233-6600.

We look forward to an exciting year.

Sincerely,

*Trey Holladay*

William 'Trey' Holladay, Ed.D.  
Superintendent

# **ATHENS CITY BOARD OF EDUCATION**

Dr. Trey Holladay, Superintendent

Mr. Russell Johnson, President  
Mrs. Beverly Malone, Vice President

Mr. Tim Green

Mrs. Shannon Hutton

Mr. James Lucas

Mrs. Jennifer Manville

Mr. Scott Henry

## **Superintendent's Office**

455 U.S. Highway 31 North

Athens, Alabama 35611

(256) 233-6600

## **SCHOOLS AND PRINCIPALS**

### **GRADES 6-8**

#### **Athens Middle School**

100 US Hwy. 31 N.

Athens, Alabama 35611

(256) 233-6620

[Graham.Aderholt@acs-k12.org](mailto:Graham.Aderholt@acs-k12.org)

[www.acs-k12.org/ams](http://www.acs-k12.org/ams)

Graham Aderholt

Principal

### **GRADES 9-12**

#### **Athens High School**

655 US Hwy. 31 N.

Athens, Alabama 35611

(256) 233-6613

[Rick.Carter@acs-k12.org](mailto:Rick.Carter@acs-k12.org)

[www.acs-k12.org/ahs](http://www.acs-k12.org/ahs)

Dr. Rick Carter

Principal

## **MISSION STATEMENT**

Our mission is to be a progressive, high-quality school system that connects students and their families to a caring, traditional community.

## **BELIEF STATEMENTS**

1. We believe all students can learn.
2. We believe it is important for students to attend school every day and in a safe, secure, and supportive environment.
3. We believe technology is a progressive learning tool for students to reach their greatest potential and provides equity for student outcomes.
4. We believe every student deserves a rigorous, relevant, and engaging learning experience including extracurricular and fine arts experiences.
5. We believe students are valued individuals, and our system will respect and empower them to reach their greatest learning potential.
6. We believe every student is inherently unique and diversity enhances learning.
7. We believe it is important for every student to develop a sense of personal and community responsibility and for the system to promote community service opportunities.
8. We believe honesty and open communication are vital for healthy relationships.
9. We believe passionate teachers have the greatest impact on learning.
10. We believe that school staff should be connected with students and families outside the classroom because learning is a shared responsibility for which school, home, student, and community are accountable.
11. We believe leadership at every level matters.
12. We believe our system is tradition-rich and future-focused in preparing our students for a global society.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

It is the policy of the Athens City Board of Education not to discriminate on the basis of race, color, national origin, sex, disability, age, religion, or marital status in the education programs, activities or employment, and provides equal access to the Boy Scouts and other designated youth groups. The following person has been appointed to coordinate compliance efforts:

Title IX- Beth Patton Section 504/ADA –Mrs. Dimika Cummings (256) 233-6600

## GENERAL INFORMATION

### DELIVERIES

Athens City Schools does not accept vendor or parental deliveries for any commercial items (i.e. – food from restaurants, flowers, balloons, gifts) to students during school hours. The principal shall have the discretion to determine exceptions to each scenario.

### CHANGE OF ADDRESS

Changes in your home address or phone number should be reported to the school office immediately. Any change in place of employment or employment, home or cell phone number should also be reported to school office. This is necessary in case we should need to reach you in the event of an emergency or should your child become ill.

### LOST AND FOUND

All lost and found items should be reported to the office. Unclaimed items will be collected periodically and given to charity at the end of each semester.

### PERSONAL PROPERTY

Personal property (i.e. – money, clothing, jewelry, etc.) is the responsibility of each individual student. These articles should be kept in the student's possession at all times. Students should not bring large sums of money or valuable personal property to school.

### SCHOOL HOURS

<i>School</i>	<i>Breakfast Served</i>	<i>Classes Begin</i>	<i>Classes End</i>
Athens Middle	7:30 a.m.	8:00 a.m.	3:00 p.m.
Athens High	7:45 a.m.	8:15 a.m.	3:20 p.m.

### SCHOOL VISITORS

All school visitors are required to report to the main office upon arrival at a school campus. All visitors will be required to sign in and secure a visitor's pass. Students enrolled in the school system are not permitted to bring student visitors to school during regular school hours without prior approval by the principal.

### TELEPHONE

Students will be called to the phone only in extreme emergencies; only messages of an urgent nature from parents will be delivered to students. Students will not use the office phones, except when conducting school business and then only with permission from the office staff.



## **ACADEMICS**

### **EXAMS AND EXAM EXEMPTIONS**

#### ***Athens Middle School - Examinations***

1. Fall Semester Exams will be required by all students in all subject areas.

Any student may be permitted to exempt Spring Semester examinations based on the following criterion which is calculated from Jan. - May: \* 80 average or above

#### ***Athens High School – Final Examinations***

Any Athens High School student may be permitted to exempt final examinations based on the following criteria:

1. Students may opt to take examination with no penalty.
2. Students' receiving an in-school and/or OSS suspension assignment voids all exemptions.
3. Students who have the following grade at the end of the third grading period may be exempt for that class:
  - a. 92 with no more than three (3) excused absences
  - b. 85 with no more than two (2) excused absences
  - c. 80 with no more than one (1) excused absences
4. Students who receive an unexcused tardy twice (2) to any class will void exemption for that class.
5. An unexcused absence to any class voids examination exemption for that class.
6. All students will be required to take at least one final exam each school year regardless of achievement grade. Students will take at least one final exam according to the following schedule:
  - a. 9<sup>th</sup> grade – Algebra I (or other math course)
  - b. 10<sup>th</sup> grade – Biology (or other science course)
  - c. 11<sup>th</sup> grade – History
  - d. 12<sup>th</sup> grade – English

Grade level is determined by homeroom assignment.

### **FIELD TRIPS AND EXCURSIONS**

Field trips and excursions are extensions of classroom instruction and provide quality – learning opportunities for students to participate in unique and enriching educational experiences.

Principals will ensure that that all out of class experiences are maximized for student learning.

School administrators and teachers utilize systematic procedures to ensure that student safety is a priority on all trips away from school.

The following minimal procedures shall be adhered to for all field trips and excursions away from school:

- Students are expected to exhibit their best behavior, and the Student Code of Conduct is fully applicable for all activities.
- Students who are failing a class will not be permitted to go on Field Trips. The principal of the school maintains administrative discretion on requested exceptions.
- Students must have a Field Trip Parental Permission Form completed and signed by their parent(s) or guardian(s) on file with school officials prior to departing on each school – sponsored field trip. Students not submitting a signed permission form are not permitted to participate in activities.

## **HOMEWORK**

Homework should be meaningful and reasonable. It is not a substitute for quality instruction but should be used to reinforce student outcomes, provide real world application, or enrich what has been taught. Consideration is given to the time involved in completing the assignment. Each school's faculty has developed homework guidelines that coincide with the Alabama Courses of Study. The guidelines ensure that students spend reasonable time doing homework.

## **HONOR GRADUATES**

Athens High School recognizes Honor Graduates in compliance with the stated selection and determination criteria as listed in the official Athens High School Course Catalog.

## **MEDIA CENTER**

Library Media Center programs support the school's instructional program for student learning and achievement. Students are provided access to quality print and digital collections.

Students are responsible for the care and safe return of all books or materials they borrow. The student or parent must pay for lost or damaged books and/or materials.

## **PARENT CONFERENCES**

Parent conferences with administrators, teachers, and staff are encouraged and should be arranged through the school office. Conferences with classroom teachers are held only during non – instructional time.

## **REPORT CARDS**

Report cards are sent home every nine weeks to provide a measurement of the student's mastery of the course of study standards. Progress reports are sent home in the middle of the nine weeks to show if students are progressing towards mastery. All schools provide access for parents to check student progress through the on-line grade book (I-Now) at any time.

Issued report cards are not to be altered and any corrections needed should be reported promptly to the applicable teacher(s).

## **RESPONSE to INSTRUCTION (RtI) AND STUDENT SUPPORT TEAMS**

Response to Instruction (RtI) integrates classroom instruction, assessment, and interventions to promote student achievement and reduce behavior problems. The RtI process is used to identify and monitor students who are at-risk of failure. Student Support Teams monitor student progress frequently and adjust the intervention based on student results. These teams make high quality decisions to support all students, especially those at-risk of failing to achieve state performance standards. Parents that have concerns about their child needing support should contact a school administrator or Mrs. Amy Williams in the Athens City Schools central office at (256) 771-7741.

## **STUDENT PROMOTION AND RETENTION**

### ***Grades K-5***

The process of making decisions as to promotion and retention of elementary students should take into consideration a variety of factors including age, maturity, motor coordination, capacity for learning, and academic progress based on minimum standards required by the Alabama Courses of Study. The determination process should involve the principal and teacher(s) with the final authority for determining promotion and retention resting with the principal.

If a student needs to be retained based on the above criteria, the parent(s) or guardian(s) of that student will be informed. In all cases, the decision of whether a student should be promoted or retained will be

made on the basis of which grade placement provides the student a better chance of progressing in his/her educational development.

### **Grades 6-8**

Students who are capable of doing average school work evidenced by previous grades, standardized tests, and teacher evaluation will be promoted or retained according to the following criteria:

- Students will be promoted to the next grade level if they have passed four (4) of the six (6) courses including all core courses.
- The principal will have the final decision making authority in the promotion/retention of students.

### **Grades 9-12**

For students to be permitted to move to the next higher grade level, the following standards must be met:

- **9th Grade** – Students who have passed the 8th grade will be promoted and classified as 9th graders.
- **10th Grade** – Students who have passed at least seven (7) credits including the four required core courses will be classified as 10th graders.
- **11th Grade** – Students who have earned at least fourteen (14) credits including the four required core courses will be classified as 11th graders.
- **12th Grade** – Students who have earned at least twenty (20) credits including the four required core courses will be classified as 12th graders.

### **English Requirement – Grades 9-12**

Athens High School students in grades 9-12 must make satisfactory progress by passing courses in a logical and sequential fashion (i.e. - ninth (9th) grade English before taking tenth (10th) grade English). A student will not be enrolled in more than one English course in any given semester.

## **SCHOOL FEES**

### **Subject Fees for Middle School**

Fees are collected each semester for certain Middle School elective courses offered within Athens City Schools. Fees will be due at beginning of each semester of each school year. The following courses require fees:

PLTW – Design and Modeling 7	10.00	Weight Lifting PE (Sports)	20.00
PLTW – Automation & Robotics 8	10.00	PLTW Computer Science	10.00
MS Band 7	25.00	Multimedia Design	10.00
MS Band 8	25.00	Vocal Choral	15.00
Visual Arts	10.00	Physical Education	20.00

### **Subject Fees for High School**

Fees are collected each semester for certain elective courses offered within Athens City Schools. Fees will be due at beginning of each semester of each school year. The following courses require fees:

Career/Tech Co-op Education	35.00	Forensics	20.00
Business Finance	20.00	Multi-media Design	20.00
Workforce Essentials	20.00	Marketing Principles	20.00
Banking Financial Services	20.00	Teaching I	20.00
Intro to Engineering Design	20.00	Teaching II	20.00
IT Academy	20.00	Teaching Internship	20.00
Choir	20.00	Child Development	20.00
Personal Insurance	20.00	Food & Nutrition	20.00
Software Development	20.00	Advanced Placement Classes	20.00
PLTW CIM	20.00	Advanced Placement Test Fee	94.00
Visual Art, I-IV	20.00	Dual Enrollment (College Tuition)	
Honors Physics	20.00	Anatomy & Physiology	20.00
Personal Finance	20.00	Interior Design	20.00
Fashion	20.00	Chemistry/Honors	20.00
Principles of Engineering	20.00	Visual Art	20.00
PLTW Computer Science	20.00	Digital Photography I, II	75.00
Engineering Development and Design (Capstone)	20.00	Info Tech Fundamentals	20.00
Management Principles	20.00	Foundations of Health Science	20.00
Sports Marketing Principles	20.00	PLTW Biomedical Science	20.00
Event Planning	20.00	Human Body Structures	20.00
Theater I, II, III,IV, Elements	20.00	Health Science Internship	20.00

### **Miscellaneous Fees**

Fees are collected for board-approved activities offered within the Athens City Schools. Fees will be due prior to the activity or participation by the student. Fundraising opportunities may be offered to students to offset/cover out-of-pocket expenses for parents/guardians. The following fees have been approved for collection of fees:

Summer School= 100.00

(All schools – per .5 course) Credit

Recovery = 50.00

(All schools – per .5 course)

Cohort & Student Support Fee = 120.00

(4-year plan @ \$30/year or \$120 sr. yr.)

AHS Student Service Fee\*= 15.00

AMS Student Service Fee\*= 15.00

Parking Permits = 20.00

Marching Band Fee = Band Camp/Quota

Power Up Fees (7-12)= \$50 & \$25 (FRL)

**\*Student Service Fee – the fee includes the yearly cost the school incurs for providing/supporting your student with postage, I-Now, registration materials and student handbook.**

**\*Cohort and Student Support Fee includes class awards, prom, senior breakfast, graduation, publications, etc**

## ***Fee Waiver Options***

- I. Fee Waiver Standards: Parents or guardians of students in grades 7 through 12 may apply for waivers from payment of Board approved school fees on the basis of financial inability to pay.
- II. Procedure to be followed in applying for Fee Exemption:
  - A. Parents or guardians desiring student fee waivers are to apply in writing to the principal of the school where their children attend. The written application must explain circumstances necessitating such waivers and must be made for each respective fee waiver; no blanket fee waiver shall apply.
  - B. Each case will be considered on an individual basis.
- III. If denied, the parent(s) or guardian(s) may seek relief through the following appeals process:
  1. Meet and discuss with Principal.
  2. Meet and discuss with Student Services Supervisor.
  3. Meet and discuss with Superintendent.
  4. Meet and discuss with Board of Education.

## ***Fees***

- Damaged/lost textbook payments, lost/damaged library books and/or materials, damage fees for neglect of technology, and co- curricular/extra-curricular activities that students participate in cannot be waived.
- Students that have a financial obligation to an individual school or the school system may not register for the next school year until fees are paid or payment arrangements are made with the school bookkeeper.
- Graduating seniors may not participate in commencement unless all fees are paid or cleared. Parents/guardians should contact the Athens High School main office in January prior to graduation to ensure all fees are cleared or arrangements made.
- Fees are not collected from students who take a science course to fulfill the state requirements of four science courses for graduation.
- In addition to the Device Protection Plan fee, if a device is damaged or lost, the student/parent/guardian owes an additional fee per claim.
- Internet Safety & Acceptable Use of Computer Technology – Misuse of the school system's technology will subject students to revoked computer usage, monetary charges to repair damaged equipment, detention, suspension, and/or expulsion.

## **TEXTBOOKS**

### ***General***

The digital age and **Power Up** program have changed the future of learning for 21st century students within Athens City Schools. Curriculum that has generally been offered via a single subject textbook does not meet student needs as they prepare for their future college and/or career path. Parents should know the following about working with 21st century students:

- Students may or may not be issued a textbook in grades 6 – 12 for use at home.
- Every student in grades 6-12 has access to our *Learning Management System (LMS)Canvas* with curriculum materials and/or a textbook that may be downloaded for each student to use away from their school building.

- The *LMS* embedded curriculum and textbooks are furnished free of charge to students and remain the property of Athens City Schools.
- Students will sign a receipt when issued printed textbooks by school officials.
- Parents/guardians are responsible for textbooks and other materials issued to their children and shall be held liable for any loss, abuse, or damage in excess of that which would result from normal use.

## **PROGRAMS FOR EXCEPTIONAL CHILDREN/SPECIAL SERVICES**

### **GIFTED SERVICES**

Intellectually gifted students are those who perform or who have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Teachers, counselors, administrators, parents or guardians, peers, self, and other individuals with knowledge of the student's abilities may refer a student for consideration for gifted services. The parents must be informed when their child has been referred.

For more information regarding gifted services and the referral and eligibility process, contact the Office of Exceptional Education at 256-233-6600.

### **PROGRAMS FOR EXCEPTIONAL STUDENTS**

Exceptional education, related services, and supplementary aids and services are provided to students who meet the eligibility criteria.

Information regarding services, supports, or referral procedures may be obtained from the school principal. All referrals, evaluations, and educational support are provided in accordance with the *Individuals with Disabilities Education Act of 2004* and the *Alabama Administrative Code Chapter 290-8-9 Special Education Services SUPP. NO. 11-2*.

### **EXCEPTIONAL EDUCATION CHILD FIND NOTICE**

The Athens City Schools ensure that all children residing in the jurisdiction of the local education agency, birth to twenty-one, regardless of the severity of their exceptionality, and who need exceptional education and related services are identified, located, and evaluated. Child Find also applies to children with exceptionalities who attend private schools, including children attending religious schools within the Athens City Schools jurisdiction, highly mobile children with exceptionalities (e.g. migrant children), and homeless children, or children who are wards of the state and children who are suspected of having an exceptionality and are in need of exceptional education services even though they have not failed, been retained in a course/grade, or are advancing from grade to grade.

If you know of a child who may be in need of special education services or would like to receive additional information regarding services for students with disabilities contact the Office of Exceptional Education, by phone at 256-233-6600.

**Section 504 of the Rehabilitation Act of 1973 (Section 504)** is a civil rights statute that prohibits discrimination/harassment on the basis of a disability in any program or activity receiving federal financial assistance. Section 504 provides: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance . . . ." For questions regarding Athens City 504 procedures, contact Mrs. Dimika Cummings (504 Coordinator).

## ATTENDANCE

### ATTENDANCE

One of the most important things a parent or guardian can do for their child is ensure they are in school every day and on time. It is key to their learning, success in school, and ultimately success in life. Athens City Schools maintains an attendance and truancy policy, which were written in accordance with Alabama State Board of Education Administrative Code, and §16-28-1 *et seq.*, Code of Alabama (1975). Below are the details of those policies. If you have any other questions, please contact the principal or student services supervisor.

#### General Provisions

- A school day is defined as:

<b>School</b>	<b>Classes Begin</b>	<b>Classes End</b>
Athens Middle	8:00 a.m.	3:00 p.m.
Athens High	8:15 a.m.	3:20 p.m.

- Attendance is recorded for each block or period daily, and more than 15 minutes missed is considered an absence.
- Late arrivals should report to the Attendance Office to check-in.
- Checkouts shall be conducted through the Attendance Office.
- Any missed school will be categorized as an excused absence, excused tardy, unexcused absence, or unexcused tardy.
- Excessive absences will subject a student to truancy policies and procedures.
- The administration will adopt an in-house procedure to address students' attendance.

### ABSENCES

#### Excused Absences

- ◆ Absences are excused for the following:

- Illness.
- Death in immediate family.
- Inclement weather which would be dangerous to the life and health of the child as determined by the principal.
- Legal quarantine.
- Emergency conditions as determined by the principal.
- Administrative Approval – Prior permission of the principal upon request of the parent or legal guardian.
- Suspension.

Athens City Schools allows a student to be absent from school due to illness five days per semester provided the parent has verified this illness in writing upon the student's return to school. Parent notes should include the following: student's first and last name, date(s) of absence(s), reason for absence(s), parent's signature, and parent's telephone number. Any student absence for illness beyond five days during a semester must be confirmed by a physician's document in order for the absence to be excused. Otherwise, absences beyond five will be considered unexcused.

*Note: Students that check-in and check-out must provide a written note with the reasons stated above to be considered excused.*

### **Unexcused Absences**

Absences that do not fall under one of the "excused absences" categories are deemed unexcused.

◆ The following are also deemed unexcused:

- Failure to send a note within three (3) days of the absence upon returning to school.
- Failure to secure prior approval from the principal for Administrative Approved absences. Educational opportunities and the safety and security of minors are the primary reasons for administratively excused absences.
- Five consecutive days absent without medical or legal documentation may be considered as unexcused.
- Failure to provide a medical excuse after a student has accumulated 5 parent notes in a semester.
- Notes must also be submitted for check-ins and checkouts.

### **TARDINESS**

Being late to school or checking out of school are excused or unexcused for the same reasons as absences. Habitual tardiness greatly affects a child's progress in school. The administration at Athens High School will adopt an in-house procedure to address students' tardies to school and tardies to class.

### **E-LEARNING DAYS**

Athens City Schools has embarked upon state of the art teaching and learning opportunities with the implementation of the **Power UP** initiative. By providing students in grades 7-12 with laptops to use outside the regular school day, teaching can be extended in new, exciting ways. As a part of our commitment to prepare students for their transformation to college, we will be offering students, with parent/guardian request, the opportunity of up to five (5) days per semester as E-Learning Days. These days will allow students to meet their class requirements through on-line engagement of class material and assignments while they are away from the building. These brief opportunities will equip students with the personal responsibility and self-discipline that will be needed to succeed in their future college experiences. Few students share these possibilities across the country, but because of the commitment of our school board and city council, our students have these cutting edge opportunities.



◆ **The following are criteria for E-Learning Days:**

- E-Learning Days are open for students with 1:1 devices that can be taken home.
- Trips of educational value, safety or security of a student when parents are traveling and the student cannot be left alone, non-school related athletic competitions for future opportunities, extra college and/or career visits are some examples, but are not the only occasions that may be approved.
- Parents must request these opportunities ten (10) calendar days prior to the 1<sup>st</sup> day of on-line learning.
- Students cannot have any unexcused absences, for the entire school year, excessive absences (5 or more in a school year), or excessive tardiness (5 or more in a semester).
- Students may not take E-Learning days during the first day of the school year and during last 10 days of both semesters.
- Students must have a minimum of an 80 average in each class prior to the request.
- Students cannot have any Class II or III write-ups during the semester the request is made.
- Although 1-1 devices are NOT provided, 6<sup>th</sup> Grade Students may take E-Learning Days by following above criteria. Class requirements will be met through on-line engagement/ hard copy of class material and assignments (Teacher's Discretion) while they are away from the building.

**TRUANCY**

Truancy is the habitual and unlawful absence from school. Section 16-28-1, *et seq.* of the *Code of Alabama* governs truancy. If a child is truant, the parent or guardian can be charged under Alabama law with a criminal action in Juvenile Court. Truancy is determined by unexcused absences.

◆ Unexcused absences shall be addressed as follows:

- 1 unexcused absence = parental notification by letter from the principal.
- 2 unexcused absences = parental notification by letter from the attendance officer.
- 5 unexcused absences = mandatory attendance at the school's Early Warning Meeting.
- 7 unexcused absences = a Petition is filed against the parent or guardian in the Limestone County Juvenile Court.

The *Early Warning Meeting* shall be set by the school attendance officer and is a mandatory meeting. This meeting is also an opportunity for the parent or guardian to discuss the attendance of their child with school officials and to ask any questions regarding attendance. Failure to attend this meeting will result in an immediate petition being filed against the parent or guardian.

If a petition is filed in the Limestone County Juvenile Court against a parent or guardian for truancy, he/she will be required to appear before the Juvenile Court Judge. If found guilty of the charge, he/she shall receive a misdemeanor conviction, and may be fined up to \$6000, and sentenced up to 1 year in the county jail. The parent or guardian and the student may also be ordered to participate in programs that address the issues relating to the truancy of the student.

All unexcused absences will be counted as individual absences and not as an occurrence.

**ATTENDANCE AWARDS**

A perfect attendance award shall be awarded to students who have attended school every day based on documentation of the attendance record. Students who are tardy or have checked in/out one (1) or more times will not be eligible for the Perfect Attendance Award.

## **COLLEGE VISITS**

Senior students will be allowed two (2) college days with stipulations that one-day is taken first semester. Juniors can receive one (1) official college visit with proper documentation presented to school administration. No college visits can be taken the 1<sup>st</sup> and last 10 days of each semester.

## **MAKE-UP WORK FOR EXCUSED ABSENCES**

If a student is absent for any excused reason as defined above, the student will be allowed to make up work through the following guidelines:

- Students are allowed to make up all major assignments and other work missed.
- Make-up times must be agreeable to the teacher(s).
- Teachers are not required to reteach lessons, but students will be given a reasonable opportunity to learn the lesson(s) missed.
- The student shall be responsible for contacting the teacher(s) to arrange make up work within 3-days of returning to school.

## **MAKE-UP WORK FOR UNEXCUSED ABSENCES**

If a student is absent for any unexcused reason as defined above, the student will be allowed to make-up work for half credit through the following guidelines:

- Students are allowed to make up **only** major assignments missed and for half credit.
- Make-up times must be agreeable to the teacher(s).
- Teachers will not reteach lessons.
- The student shall be responsible for contacting the teacher(s) to arrange make-up work within 3 days of returning to school.
- Students will be expected to complete and turn in the make-up work within seven (7) days of teacher assignment.

## **RELIGIOUS ABSENCES**

A student will be excused for official religious holidays when the student's parent or guardian notifies the principal or assistant principal in writing in advance for the student to be absent for this purpose. Students shall be allowed to make-up work missed during such absences.

## **SCHOOL PARTICIPATION ABSENCES**

Students who are away from school because of participation in official school-sponsored activities shall be marked present and allowed to make-up missed work. Students who are absent from school more than half the day must have permission from the principal to participate in any school extracurricular or co-curricular activities that day (athletic contest, cheerleading, scholars' bowl, etc.).

## **STUDENTS BEING CHECKED OUT OF SCHOOL**

All parents/guardians or other authorized persons coming to school to check a student out of school must do so through the main office via the school's approved checkout plan. Such persons are not to go directly to classrooms for this purpose.

## **WITHDRAWALS**

Parents should contact the school office regarding withdrawal procedures. A student leaving school or transferring to another school should empty his/her locker, return all school property, and pay for any outstanding debts. An official transcript of credits will not be sent to the school to which the student is transferring until all records are cleared.

## CHILD NUTRITION PROGRAM

### CHILD NUTRITION PROGRAM

Our mission is to provide affordable and nutritious meals to the students of Athens City Schools.

### LUNCH NUMBERS AND LUNCH ACCOUNT

Athens City Schools uses a computerized system in the lunchrooms. This helps to expedite lunchroom lines and helps to lengthen the time your child has to eat breakfast and lunch which uses offer versus serve. Each student has an account with an assigned 4-digit number they enter each time they go through the lunchroom line. Please make sure your child knows his/her 4-digit lunchroom number.

The following are specific details that you will need to know:

#### ◆ Deposits

- Make directly into the student's account at the serving line.
- Make deposits on-line through the automated payment system (please refer to the Athens City Schools web site for specific details).
- Send sibling's money separately if your child is participating
- If a student participates in our Free and Reduced Breakfast and Lunch Program, he/she may deposit funds into his/her account by entering his/her 4-digit number or online.
- Send breakfast and lunch money in an envelope marked with your child's name, homeroom teacher, and 4-digit lunch number.
- *If you are sending a check, please write your child's name and lunch number on the check. **Checks must have a phone number on them. Please do not write a check for other purchases such as field trip money, fundraisers, etc. while paying for lunch.***
- Only food eaten in the lunchroom can be purchased with the money you send to the lunchroom.
- Parents may put restrictions on what and when extra food items may be purchased.

#### ◆ Negative Balances

- We will notify you or your child when your child's account balance is depleted.
- Please send money the next school day to correct deficiencies or pay online anytime.
- The Board of Education strongly discourages the charging of foods and beverages to meal accounts **with negative balances**.
- Uncollected cafeteria charges constitute a bad debt and are not allowed.
- Extra servings and a la carte purchases are not allowed when a meal account has a negative balance.
- It is understood that the parent or guardian of any student who purchases foods and beverages from the Child Nutrition Program will provide funds through the meal account and is responsible for resolving all negative balances immediately.

Our primary goal is to feed our children the most nutritious meal with enough time to enjoy the meal. Students and parents are encouraged to take advantage of pre-payment and online payment options by depositing weekly or monthly amounts. The online payment option is available on your school website or [www.acs-k12.org](http://www.acs-k12.org).

**IMPORTANT:** Seniors will need to deplete their lunch accounts before the last day of school or resolve any debts. On the last day of school, any money left in your child's account will automatically roll over to the next school year and any negative balances **MUST** be resolved.

## **FREE AND REDUCED PRICED MEAL APPLICATION**

Athens City Schools makes available the online application for Free and Reduced Price Meals. The process is SAFE, SECURE, PRIVATE, and AVAILABLE anytime, anywhere! Visit your school website for a direct link.

### **◆ Application Process for Free and Reduced Meals**

- Athens City Schools encourages each family to complete an application.
- Applications located at each school office and Central Office or you can complete one online.
- Only one completed application per household is needed.
- List every child enrolled in the Athens City Schools System on the same application.
- You are responsible for paying **full price for** all meals until the Child Nutrition Program has processed your application.
- The application is processed as quickly as possible; however, it can take several days.
- Please complete your application as soon as possible and turn in immediately.
- If your child received free or reduced meals last year, you have to complete a new application each year. You have up to thirty- days (30) from the first day of school to complete and submit another application. After the thirtieth (30<sup>th</sup>) day, you are responsible for paying full price until your application has been processed and reapproved by the Child Nutrition Program.
- Athens City Schools is an equal opportunity employer and provider.

## **WELLNESS POLICY AND SCHOOL PARTIES**

In an effort to decrease the rate of childhood obesity in the United States, the USDA made changes to the National School Breakfast and Lunch Program and to the amount and types of foods and drinks allowed during the school day. These foods will be replaced with more fruits and vegetables. A lunch must include a fruit and/or vegetable along with at least two to three other items with a total of at least three food components to count as a meal. Breakfast must include a fruit or juice plus 2 components to count as a meal. Fried foods will be limited. **Parents are not allowed to bring fast food into the school.**

Parties are not permitted during meal times. Contact your child's teacher and/or principal if you would like to bring a treat for a special occasion. We are requesting parties include some healthy alternatives along with the usual cookies, cupcakes, etc. We ask for your support as we try to develop a healthy school environment for our children. If you would like a detailed explanation of the changes mandated from the USDA, please see our web site at [www.acs-k12.org](http://www.acs-k12.org).

## CALENDARS

### 2019-2020 Progress Report and Report Card Distribution Schedule

<i>Grades 6-12</i>	<i>1<sup>st</sup> Nine Wks.</i>	<i>2<sup>nd</sup> Nine Wks.</i>	<i>3<sup>rd</sup> Nine Wks.</i>	<i>4<sup>th</sup> Nine Wks.</i>
No. of days in 9 week grading period:	45	41	46	43
Grading period begins:	08-13-19	10-21-19	01-07-20	03-16-20
Send 1 <sup>st</sup> progress reports home on:	09-04-19	11-13-19	01-29-20	04-15-20
Send 2 <sup>nd</sup> progress reports home on:	09-25-19	12-04-19	02-19-20	05-06-20
End of 9 week grading period:	10-18-19	12-20-19	03-12-20	05-21-20
Send report cards home on:	10-23-19	01-15-20	03-18-20	*Varies

**\*Athens Middle School** – Report cards will be mailed as soon as they are available.

**\*Athens High School** – Report cards may be picked up on Wednesday, May 27, 2020.

**\*Athens Renaissance School** - Report cards will be mailed as soon as they are available.

### 2019-2020 CALENDAR

Professional Learning Days (no school for students)	August 2-8
Institute Day	August 9
Teacher Workday (no school for students)	August 12
Student Start Date (first day of school)	August 13
Labor Day Holiday	September 2
Fall Break	October 7-8
Professional Learning Day (no school for students)	October 9
Veteran's Day Holiday	November 11
Thanksgiving Holidays	November 27-29
First Semester Ends	December 20
Christmas Holidays Begin	December 23
Teacher Workday	January 6
Students Return to School	January 7
Martin Luther King Jr. Day	January 20
Presidents' Day	February 17
Professional Development Day	March 13
Spring Break	March 30 – April 3
Professional Learning Day	April 17
ARS Graduation	May 19
AHS Graduation	May 21
Last Day of School for Students	May 21
Teacher Workday	May 22
Memorial Day	May 25

**Potential weather makeup days are included in the 2019-2020 school calendar. The complete calendar is available on the district site at [www.acs-k12.org](http://www.acs-k12.org).**

## HEALTH SERVICES

### OVERVIEW

The Health Services section of the student handbook is a basic overview and not intended to address all questions and concerns parents and/or students may have. Please refer to the Athens City Schools web site or school nurse for detailed plans for all health questions.

### ALLERGY GUIDELINES

If a student has a SEVERE allergy or intolerance, the student is required to have a signed health care provider statement indicating their allergy or intolerance and the type of reaction.

### HEAD LICE

Pediculosis, more commonly known as head lice, is routinely found in elementary and middle school aged children. Head lice can affect children across all races and social economic backgrounds. The following interventions are important to help control the spread of head lice in our school community:

1. Please examine your child's head regularly, especially behind his/her ears and at the nape of his/her neck for crawling lice and/or nits (eggs).
2. Crawling lice and/or nits found within  $\frac{1}{4}$  inch from the scalp are signs of a positive head lice infestation, which requires treatment with an over-the-counter or prescription lice-killing product. Students with **active** lice are not allowed to attend school and will be sent home. All infested family members must be treated, being careful to follow the product's direction carefully and completely.
3. Please contact your child's schools nurse if you have had to treat your child for head lice. She is available to serve as a resource to you and will need to check your child's head to ensure there are no remaining live lice prior to your child returning to his/her classroom.
4. Head lice are a nuisance, but do NOT carry or transmit disease or infection. Mass screenings are no longer recommended and not found to be effective in the control of head lice.
5. "No-nit" policies are no longer recommended. Therefore, students who have been treated and have no evidence of live lice when checked by the school nurse are able to return to their classroom.

### HEALTH SCREENING

Students in grades K-12 are screened for vision and hearing as needs arise. Students in grades 5-9 (i.e., age 11-14 years) are screened annually for scoliosis (curvature of the spine).

### ILLNESS GUIDELINES

**FEVER:** A student with a fever of 100.0F or higher should not come to school. If a student comes to school with a fever of 100.0F or higher, the student will be sent home. A student **MUST** be fever free for at least 24 hours (without the use of fever reducing medications) before returning to school.

**HEADACHE:** Many things such as fever, stress, sinuses, viral illnesses, and dehydration can cause headaches. When a student has a headache during school hours and the headache does not go away after 20-30 minutes, the student may be sent home.

**Strep Throat:** student may return to school with evidence of physician diagnosis and a minimum of 24 hours of antibiotic treatment

**VOMITING:** Student should not return to school until they have NOT been vomiting for 24 hours. *Note: Nurses will use their judgment when requesting students to be sent home from school for vomiting. Example: If a student gets too hot in P.E., they probably do not need to be sent home and do not need to stay out of school the next day.*

**DIARRHEA:** Certain forms of diarrhea can be contagious. Your child should stay home if he/she has had diarrhea (two times or more) prior to the start of the school day. Children with diarrhea at school will be sent home.

**ABDOMINAL PAIN:** Any form of abdominal pain in a child should be taken seriously. Many things cause abdominal pain. A student who complains of abdominal pain should not come to school until the problem has been identified. Any student with abdominal pain that lasts longer than 15-30 minutes may be sent home and should be seen by a health care provider.

**COUGH:** A cough that is chronic can spread germs and be disruptive in a classroom. Please take this into consideration when deciding to send a student to school. The school nurse may evaluate a student with a cough and if determined to be excessive may be sent home. If a student brings cough drops or cough medicine to school, the student must have a Prescriber/Parent Authorization Form (PPA) completed and signed by both a doctor and a parent.

**Pink Eye (Conjunctivitis):** Pink eye can be very contagious. If the white of your child's eye is red and has a thick yellow or greenish colored drainage, you should keep you child at home until treated. Student may return to school after a minimum of 24 hours on treatment.

**Impetigo:** Student may be return to school with evidence of physician diagnosis and a minimum of 24 hours of antibiotic treatment. Lesions must be covered when the student returns to school.

**Ringworm:** Student must be treated with proper medication for a minimum of 24 hours before returning to school and lesions must be covered when student returns to school.

**Hand, Foot and Mouth Disease:** Student may return to school with physician's diagnosis and excuse and must be fever free for 24 hours before returning.

**RASH:** There are all types of rashes. Some are nothing more than irritated skin, while others are very contagious.

◆ The guidelines include:

- Either clothing or a bandage **MUST** cover all rashes.
- A student with an undiagnosed rash lasting more than 2 days may be required to have a medical doctor's note in order to return to school.
- A student with a scalp rash may be required to have a medical doctor's note in order to return to school.
- A medical doctor should evaluate a student with a rash that is associated with a fever and/or cough.
- A medical doctor should evaluate a student with spotted rashes on the stomach, back, arms or legs.

## **IMMUNIZATIONS**

**Alabama law requires all students to have a current Immunization Card (Blue Card). The original Blue Card is kept on file by the student's school and must be updated per state guidelines.**

Children enrolled in day care, Head Start, and public or private school in Alabama must have a valid Alabama Certificate of Immunization on file at the facility that they attend. The certificate may be obtained from the physician or clinic that administers the vaccine or may be completed by

any county health department in the state if the parent presents a vaccine record from the provider. For students who are moving to Alabama, out-of-state vaccine records must be transferred to the Alabama Certificate of Immunization prior to day care, Head Start, or school entry. This may be accomplished by taking a vaccine record from the provider to the local county health department, or, if the family has chosen a physician in Alabama, the physician may transpose the record.

**The state of Alabama does not recognize philosophical, moral, or ethical exemption from vaccination. A physician may issue a medical exemption or an Alabama Certificate of Religious Exemption may be obtained from the local county health department.**

Please contact your health care provider if you have any questions.

## **MEDICATION PROTOCOL**

All medications require parents to complete the Alabama State Department of Education School Medication Prescriber/Parent Authorization (PPA) forms. New forms must be renewed at the beginning of every school year and anytime the doctor makes a change to prescribed medication. Only the prescriber (MD, NP, PA) can change a medication order (dose, frequency, specific time, etc.). Changes to the medication orders by a parent/guardian will not be accepted.

*Note: Only one medication per Prescriber/Parent Authorization (PPA) form is acceptable. If a student has multiple medications, a separate PPA must be completed and signed for each medication.*

### **Prescription Medications**

All medications must be hand delivered by the parent or guardian to the office staff or nurse. This includes all students who "Self-Administer" and/or "Self Carry" medications. The nurse must verify all orders before students are allowed to carry and self-administer their medications. The nurse or certified medication assistant will count all controlled substances in the presence of the parent or guardian. Students are not allowed to carry medication on them while at school without proper physician orders giving permission to carry medication.

ALL prescription medications must:

- Be brought in by a parent or guardian to the nurse and they must sign a proper medication form that indicates the medications were received, counted and secured by the school.
- Be in the original container with a current pharmacy prescription label attached.
- Have the correct student's name on the prescription label and identical to the PPA.
- A valid date of expiration. Expired medications will not be accepted.
- Not be mixed with any other medications (unless indicated on the label).
- Have a completed Prescriber/Parent Authorization Form (PPA) signed by a doctor and parent/guardian per prescription.
- *"Use As Directed" is not acceptable per state guidelines.*

### **Over-The-Counter Medications**

◆ Over the counter medications will be administered as follows:

- Requires completion of the Prescriber/Parent Authorization form signed by the parent/guardian.
- Must be provided by the parent in the original sealed container identifying the medication name, dosage, and manufacturer's labeling.
- Distributed according to manufacturer's recommendations only.
- If prescribed in excess of the manufacturer's recommended dosage, the parent/guardian will be required to complete a new Prescriber/Parent Authorization form and have it signed by their physician.
- No aspirin or aspirin containing medication (salicylate) will be given to children or teenagers under the age of 18 years of age, unless prescribed by a physician.



- Food supplements, natural substances and herbs are not without potential harm, including life-threatening conditions. Herbal products and dietary supplements have not been subject to the scrutiny of the Food and Drug Administration (FDA) and in the United States, as in most countries, dosage and purity have not been regulated for these products. School personnel should not give any substance that could be construed as a drug or medication, including natural remedies, herbs, and nutritional supplements, without the explicit order of an authorized prescriber, parent authorization, verification that the product is safe to administer to children in the prescribed dosage, and reasonable information regarding therapeutic and untoward effects.
- Narcotics will not be allowed to be given at school.
- ◆ ALL Non-Prescription medications must have:
  - A new container that is unopened and sealed.
  - No other medications mixed inside the container.
  - A valid date of expiration. Expired medications will not be accepted.
  - The student's name clearly marked on the original container.
  - A completed Prescriber/Parent Authorization Form (PPA) on file.
- ◆ The following are procedures for medications that students may need to possess on them for self-medication:
 

*Note: A parent must sign the "Self-Administration" area of the PPA and sign the "Parent Authorization" area of the PPA.*

  - Cough drops are considered OTC meds and will require a PPA form.
  - Inhalers - The school nurse must have a copy of the prescription label and box in her office. If the box is unavailable, the pharmacy can provide the inhalers prescription label.
  - Epi-Pens (TwinJect, Epinephrine, Adrenalin) - All students with Epi-Pens, TwinJects, and other pre-filled single use epinephrine auto injectors must have a copy of the original pharmacy prescription label attached to the cartridge holder or the original box.
  - Students may only carry medications indicated for a "chronic" health condition (asthma, diabetes, seizures, etc.). The doctor must indicate the "chronic" condition on the PPA and check the "kept on person" and/or "self-medication" box on the PPA.
  - The parent or guardian will be notified when their child's medication is completed or becomes out of date. Expired medications will not be given at school.
  - All student medications must be picked up by the last day of school, before summer break, or the medications will be destroyed per federal regulations (in the presence of a witness, as indicated). No medications will be kept at school over the summer.
  - Some medications are not to be given during school hours. The school nurse reserves the right to refuse to administer certain medications unless a doctor has specifically written that the medication be given during school hours.
  - When a student will be attending an alternative school, it is the parent's responsibility to transport his or her child's medicine to and from the student's home school and to and from the alternative school.
  - The parent/guardian should provide the school nurse with a list of possible side effects for medications taken over a 30-day period.
  - The first dose of any new medicine should not be given at school. Athens City Schools follows the State of Alabama guidelines for the administration of medications to students. Only school nurses and certified medication assistants are legally allowed to administer medications to students in the State of Alabama.

## **MENINGOCOCCAL DISEASE AND VACCINE**

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2 – 18 years old in the United States. The bacteria that cause meningococcal disease are very common.

### ***Meningococcal vaccine: Who should get the vaccine and when?***

MCV4, or the meningococcal vaccine, is recommended for all children 11 – 12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information. For more information concerning this or other vaccine recommendations visit [www.adph.org/immunizations](http://www.adph.org/immunizations).

## **SAFETY AND EMERGENCY PROCEDURES**

### **ASBESTOS MANAGEMENT PLAN**

EPA Regulations require local schools to notify parents, teachers and employees that there is an Asbestos Management Plan on file in the school office. If you have any questions, please contact the school principal.

### **FIRE AND SEVERE WEATHER DRILLS**

Fire and tornado drills are held throughout the school year. Students are requested to move in an orderly manner. Upon completion of the drill, the all-clear signal will be sounded, at which time all persons will return to their classrooms.

### **TORNADO WATCH – REQUIRED PROCEDURE**

In the event a tornado watch is issued for areas in which a school is located, the principal or his or her designee of that school shall take all actions as specified in the approved Civil Defense plan. When a tornado watch is in effect at the conclusion of the normal school day, students may be released according to regular dismissal and transportation plans.

### **TORNADO WARNING – REQUIRED PROCEDURE**

In the event a tornado warning is issued for areas in which a school is located, the principal or his or her designee at that school should take all actions specified in the approved Civil Defense Plan. If a tornado warning is in effect, students may not be released pursuant to regular transportation plans; however, students may be released during a tornado warning to students' parents/guardians, provided said parents/guardians come to the school and assume custody of their child.

### **SCHOOL CLOSINGS**

The Superintendent will close schools when weather conditions are too hazardous for safe operations. Parents will be notified by an automated phone system as well as it being posted on the school website and announcements on television and/or radio.

### **SCHOOL SAFETY PLANS**

Each school has a safety plan that addresses safety procedures and responsibilities for intruders, weather, locked doors, evacuations, and fire.

## EXTRACURRICULAR ACTIVITIES

### ELIGIBILITY REQUIREMENTS

The Board is committed to the belief that extracurricular activities are a part of the learning process and that participation in athletics, cheerleading, majorettes, flag corps, performing bands, co-curricular activities, and performing groups of the JROTC requires responsibility on the part of the student to maintain certain academic standards. Therefore, it is the policy of the Board that all students participating in the above noted extracurricular activities shall meet the eligibility requirements as set forth in the *Handbook* of the Alabama High School Athletic Association.

Parents /guardians of students participating in the above activities will be required to sign a release form and present a copy of proof of health insurance.

### **PROHIBITED SUBSTANCE SCREENING PROCEDURES FOR STUDENTS WHO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES – ACBOE POLICY JHBAB**

***This policy will be fully implemented at the start of the school year 2016-17.***

**General Policy** – The entire guide will be provided to students and parents prior to their sport or activity season.

Practical experience and research have proven that even small quantities of narcotics, alcohol, or abused prescription drugs can impair judgment and reflexes, which can create unsafe conditions for students. Even when not readily apparent, this impairment can have serious results for students engaged in activities. Drug-using extracurricular activity students are a threat to co-participants, other students, and themselves, and may make injurious errors. The use of drugs, alcohol, and any prohibited substances by a student is illegal. For these reasons, the Athens City Board of Education has adopted a policy that all extracurricular activity students must remain substance free. The drug and alcohol screening procedures provided for herein will deter the use of drugs, alcohol, and other prohibited substances by students engaged in extracurricular activities. Furthermore, these procedures are intended (i) to create and maintain a safe, drug-free environment for all extracurricular activity students, (ii) to encourage any extracurricular activity students with a dependence on, or addiction to drugs to seek help in overcoming the problem, (iii) to reduce the likelihood of incidents of accidental personal injury and/or damage to students or property, (iv) to minimize the likelihood that school property will be used for illicit drug activities, (v) to protect the reputation of the school system and its students, and (vi) to deter drug use among students.

### STUDENT CLUBS AND ORGANIZATIONS

School-sponsored clubs and organizations shall be under the direct control of school officials. Such clubs and organizations shall not be affiliated or associated with any political or religious organization or any organization that denies membership on the basis of race, creed, color, or political beliefs. All school-sponsored clubs and organizations shall be sponsored by a member of the faculty approved by the school's principal and shall have a constitution approved by the Student Council or by the school's principal. New clubs can only gain approval per school principal in accordance with board policy. Each principal will provide a list of all school sponsored clubs, its constitution, and the selection/induction process to be posted on the school system website prior to the beginning of each school year.

## **STUDENT PUBLICATIONS**

Local schools may permit student publications, provided the school principal approves the publication and acts as the editor and chief. A certified staff member shall serve as advisor and consultant to all students in the participation of all student publications.

## **STUDENT CONDUCT**

### **ALCOHOL/DRUG ABUSE**

Principals and school officials are instructed to cooperate fully with law enforcement agencies and are to report to them any and all information that would be considered beneficial in their efforts to stem illegal drug use. Law enforcement agencies are permitted to make periodic visits to all schools to detect the presence of illegal drugs and may use any lawful means at their disposal to detect the presence of such substances. The visits will be unannounced to anyone except the Superintendent (or designee) and principal.

The Board may withdraw the privilege of attending public school from those students who have been found to violate Board policy and/or the law regarding illegal substances brought before them. Before the students can return to school they must produce a negative urinalysis test. The urinalysis test must be conducted by a school board approved agency and funded by the parent or guardian.

#### **◆ Sale and Transfer**

- The sale, transfer, and/or attempt to sell and/or transfer of controlled substances, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, opiates, alcoholic beverages, or intoxicant of any kind is a Class III Major Offense.
- Any person who sells, transfers, and/or attempts to sell and/or transfer controlled substances, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, opiates, alcoholic beverages, or intoxicant of any kind on school property or during a school related activity should be subjected to criminal prosecution.
- The Superintendent or designee may recommend for expulsion from Athens City Schools any student who sells, transfers, or attempts to sell or transfer controlled substances, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, opiates, alcoholic beverages, or intoxicant of any kind.

#### **◆ Use and Possession**

- Use and/or possession of controlled substances, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, opiates, alcoholic beverages, or intoxicant of any kind is a Class III Major Offense.
- Any person who uses and/or possesses, or attempts to use and/or possess controlled substances, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, opiates, alcoholic beverages, or intoxicant of any kind on school property or during a school related activity should be subjected to criminal prosecution.
- The Superintendent or designee may recommend for expulsion from Athens City Schools any student who uses or possesses, or attempts to use or possess controlled substances, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, opiates, alcoholic beverages, or intoxicant of any kind.

\*This policy shall not be read to contradict federal and state laws/regulations concerning students with disabilities. When disciplinary measures involve students with disabilities, said law/regulations shall prevail in the case of any inconsistency with this policy.

Students will not be allowed to appear upon the campus, or at any school sponsored activity, function, or event not on campus, during the day or evening of that same day after having, on that said day, consumed or used or possessed any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Violators will be subjected to the penalties and punishments herein defined. For purposes of this policy, the phrase “alcoholic beverages” includes, but is not limited to, any drinks, beverages, powders, or substances that are or can be used to deliver intoxicating alcohol to a person consuming or using the same.

## **ANTI-BULLYING POLICY**

### Section 1: Bullying, Intimidation, Violence, and Threats of Violence Prohibited.

No student shall engage in nor should any be subjected to bullying, violence, threats of violence or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct, subject to the investigating school administrator’s authority and decision.

### Section 2: Definitions

In this policy, these terms shall have the following meanings:

- (a) “Bullying” means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:
- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
  - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
  - Have the effect of substantially disrupting or interfering with the orderly operation of the school.
  - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
  - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

- (b) “Hostile environment” means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.
- (c) “Violence” means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- (d) “Threat” means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.
- (e) “Threat of violence” means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.
- (f) “Intimidation” means an unjustified threat or other action that is intended to cause fear or apprehension in a student.
- (g) “Student” as used in this policy means a person who is enrolled in Athens City public school system.

### Section 3: Description of Behavior Expected of Students

- (a) Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student, and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
- (b) Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:
  - Race
  - Sex
  - Religion
  - National origin
  - Disability

#### Section 4: Consequences for Violations

A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under authority of this policy.

#### Section 5: Reporting, Investigation, and Complaint Resolution Procedures

(a) Complaints alleging violations of this policy may be made on a Board-approved complaint form available on the website, or at the school's office. The complaint must be delivered to the principal or the principal's designee either by email, mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally.

The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

- (b) Upon receipt of the complaint, the principal or the principal's designee will determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violations(s) may also be imposed by the principal or the school system.
- (c) Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

#### Section 6: Promulgation of Policy and Related Procedures, Rules, and Forms

This policy and any procedures, rules and forms developed and approved to implement the policy will be published on the website of each local board of education and school, shall be available at each school office, and shall be included in the student handbook that is distributed to each student at the beginning of each school year.

## **CORPORAL PUNISHMENT**

In order to establish and maintain an educational climate conducive to learning, the Board permits reasonable corporal punishment of students in the schools.

The Board allows the principal or designee to administer corporal punishment in the support of teachers in their efforts to teach good citizenship by requiring proper conduct. While teachers will be reasonable in student-related demands, they need not tolerate disrespectful, boisterous, rough, and violent outbursts of language and temper on the part of students.

In all cases, corporal punishment shall be administered in accordance with Board Policy JDA.

Parents may consult with their child's principal for corporal punishment to be used in lieu of ISS when loss of class time is a concern and the principal deems appropriate.

## **DETENTION**

The principal or designee has the authority to assign students to detention on campus before or after the regular school day for a specified period of time. After School Detention (ASD) will not to exceed 60 minutes as a disciplinary action. Students will be given a one-day notice of their detention hall assignment. The parents or guardians are responsible for providing transportation in these cases. Work or lack of transportation will not excuse a student from detention.



## **DRESS CODE (GRADES 6-12)**

1. Shoes must be worn in school for student safety. Bare feet, heeies, house shoes, boots with chains, steel toes, or other metal reinforcements decorations are not allowed.
2. No head attire (such as hats, sweatbands, visors, hairnets, hair rollers, scarves, toboggans, bandannas, sunglasses, dew rags, etc.). This includes the gym area.
3. Students are not to have the following: hair sprayed or dyed in unnatural colors (such as but not limited to blue, purple, pink, green, yellow, or metallic colors), spiked hair, mohawks, or designs/writings cut into hair/eyebrows (if gang related).
4. All students are required to wear their hair in such a manner that it is not considered unkempt, unclean, or impairing to the vision. No attire with written or printed reference to any type of alcoholic beverage, illegal substance, lewd, vulgar, indecent, or sexually suggestive subjects may be worn.
5. Students are not to wear clothing that reveals the body in an inappropriate manner.
  - a. NO – transparent, backless, one-shoulder, see-through, midriffs, shirts, blouses above the beltline, low-cut (front or back) or halter type attire will be allowed.
  - b. Belts must be worn to prevent sagging pants.
  - c. No muscle shirts, tank tops or sleeveless athletic jerseys.
  - d. No blouses with open backs/sides or low fronts will be allowed. Undergarments must not be visible.
  - e. All tops must have 2-inch minimum width shoulder straps.
6. Garments that extend to within 3 inches of the top of the knee will be allowed.
  - a. All clothing should be neat, clean, and in good repair.
  - b. All pants must have pockets.
  - c. The intent of the phrase “in good repair” is to prohibit clothing that has holes or tears above the knee.
  - d. The hemline for skirts may not be 3 inches above the knee.
  - e. When tights, leggings or leotards are worn, the garment worn over them must meet student’s fingertips.
7. Pajamas are not allowed.
8. No body piercing other than ears will be permitted. Tattoos that are vulgar, obscene, or that cause a distraction to the learning environment, must be covered.
9. Excessive large/tight clothing will not be permitted. (See #7)
10. Chains/spikes or spike jewelry or belts with chains or spikes are not allowed.
11. Clothing must be worn as the manufacturer intended. Sagging or low rider apparel is unacceptable.
12. School officials will determine the appropriateness of attire.
13. Any clothing that disrupts the teaching and learning process is prohibited.

◆ Violation of the Dress Code policy shall be documented and result in disciplinary action as follows:

- First offense: Warning and student will return to class if violation can be corrected.
- Second offense: In-school-suspension for the remainder of the day and parent notification of the violation and future consequences if additional violation **or** alternative consequence upon parent request (corporal punishment).

- **Third offense:** In-school-suspension for three (3) days and parent notification of the violation and future consequences if additional violation **or** alternative consequence upon parent request (corporal punishment).
- **Fourth offense and all subsequent offenses:** Out-of-school suspension for one (1) day plus one (+1) day added for each offense thereafter.
- *Note: the fourth violation and beyond are considered defiance of school authority and not treated as dress code offenses.*

## **FIREARMS AND WEAPONS**

A student is prohibited from having in his/her possession firearms of any kind, at any time, and at any place in a school building, on school grounds, on Board property, on school buses, or while attending any Board sponsored or sanctioned event, program, activity, or function. For purposes of this policy, the term “firearm” has the same definition as is found in 18 U.S.C §921.

### ***Weapons***

A student is prohibited from having in his/her possession a deadly weapon or dangerous instrument of any kind, at any time, and at any place in a school building, on school grounds, on Board property, on school buses, or while attending any Board sponsored or sanctioned event, program, activity, or function.

### ***Penalties for Violations***

Students who are found in violation of the above policy may be placed on immediate suspension from school. In addition, parents and police authorities will be notified. Students may be expelled for possession of weapons of any kind, at any time, on school property, or school sponsored functions.

Students who bring a weapon to school, or are found in possession of a weapon at school, may be referred to the juvenile delinquency system or criminal justice system. Expulsion may be required for any student who violates this policy with respect to a firearm for a period of not less than one year, subject to § 16-1-24.3 of the Code of Alabama, as amended.

## **IN-SCHOOL SUSPENSION**

In-school suspension is a structured disciplinary action in which a student is isolated or removed from the regular classroom and extracurricular activities but is not dismissed from the school setting nor counted absent during the period of in-school suspension. The principal or designee has the authority to assign students to the in-school suspension program for a reasonable and specified period of time not to exceed ten-(10) consecutive days per assignment. Extended ISS assignments require approval of the Superintendent or designee. Students assigned to the in-school suspension program will be counted present to school and will be allowed to continue or make up their academic work in accordance with board policy. Students assigned to ISS may be required to perform written work assignments as directed by the ISS supervisor.

The principal and their staff should determine the scope of in-school suspension in their respective schools. The parent or guardian must be notified by the same procedure outlined in the out-of-school suspension policy.

## **NO FIGHT POLICY**

The Board will not tolerate fighting or an assault and battery. When a fight or an assault occurs, in addition to normal school discipline, the principal or designee may notify appropriate law enforcement officials. Police may escort the offending student(s) off campus. In appropriate cases, school personnel may request warrants of arrest.

## **OUT-OF-SCHOOL SUSPENSION**

The Board recognizes its authority to maintain good order and discipline within the schools of the school system. Therefore, the Board gives school principals the authority to suspend a student from school for just cause. However, the principal shall be required to advise the Superintendent or designee of all student out-of-school suspensions.

### ***Authority***

The school principal or designee has the authority to suspend regular education students from school up to ten (10) school days per incident/disciplinary infraction. Prior to suspending students in this manner, the student will be afforded a minimal due process hearing with the school principal or designee as set forth in Policy JCAA. However, where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, such student may be immediately removed from school, and in such cases, the minimal due process set forth in Policy JCAA should follow as soon as practicable.

### ***Students Leaving School Sites***

No suspended student shall be allowed to leave the school campus during the school day until the student's parent, guardian, or proper authority assumes responsibility for him/her. When a student's parent, guardian, or other designated individual(s) cannot be notified, the student must remain on the school campus until the end of the school day. At the end of the school day, the student will return home via normal transportation methods.

### ***Immediate Removal of Students***

Immediate removal of a student from a school campus is justified only when his/her presence threatens himself/herself, endangers school property, or seriously disrupts the orderly educational process. If immediate removal is necessary, attempts must be made by the principal or designee to notify a parent or guardian.

### ***Forced Removal of Students***

Principals may call upon law enforcement agencies to remove students who create material and/or substantial disruption by endangering themselves, school personnel, other students, or school property. The principal will notify the Superintendent regarding forced removals.

### ***Readmission Requirements***

The student and his/her parents or guardians are required to meet with the principal or designee to discuss conditions and terms related to the suspension. This requirement applies to each out-of-school suspension regardless of the number of suspensions or the duration of the suspension.

### ***Suspension with an Expulsion Recommendation***

If an incident or violation or series of incidents or violations are serious enough to warrant suspension with a recommendation for expulsion, said suspension may not exceed ten (10) complete school days pending Board action on the expulsion recommendation.

### ***Suspension during Exams***

When a student is suspended during nine weeks/midterm/final examinations, he/she may be given the opportunity to take missed examinations at a time specified by the principal or designee.

#### ***Terms***

- ◆ The following terms/conditions apply during the time students are on out-of-school suspension:
  - While suspended, a student may not attend or participate in school functions or enter school property for any reason.
  - When a student is suspended, his/her teachers must be notified immediately concerning the date and duration of the suspension. Suspension is an excused absence
  - A suspended student must comply with the full length of the suspension unless the principal approves an alternative.

#### ***Students with Disabilities***

This policy shall not be read to contradict federal and state laws/regulations concerning students with disabilities. When disciplinary measures involve students with disabilities, said law/regulations shall prevail in the case of any inconsistency with this policy.

### **SMOKING/USE OF TOBACCO PRODUCTS**

Students will not be permitted to possess, smoke, or use tobacco products in any form while in school buildings, on school property, in school buses, during any school sponsored activities, or on the way to and from school sponsored activities. For purposes of this policy, the phrase “tobacco products” includes, but is not limited to cigarettes, cigars, cigarillos, pipes, lighters, matches, electronic cigarettes/vapor, synthetic nicotine products, etc.

### **REFUSAL TO IDENTIFY SELF**

All students must, upon request, identify themselves to school authorities while in school buildings, on school grounds, or at school-sponsored events, and failing to do so constitutes a violation of board policy. A person who refuses to identify himself/herself upon request of school officials will be considered trespassing.

## **SEXUAL HARASSMENT OF STUDENTS**

### ***General***

Sexual harassment of students by employees or other students is unlawful behavior and will not be permitted. The Board is committed to providing an academic environment that is free of unlawful sexual harassment and will seek to utilize available measures to deter such conduct.

### ***Sexual Harassment Defined***

- ◆ Sexual harassment is defined as unwelcome sexual advances, communications, requests for sexual favors, and other verbal or physical conduct of a sexual nature when;
  - *Submission to such conduct is made either explicitly or implicitly as a term or condition of the student's academic progress or completion of a school-related activity: or*
  - *Submission to or rejection of such conduct is used as a basis in evaluating the student's performance in a course of study or other school-related activity: or*
  - *Such conduct has the purpose or effect of substantially interfering with the student's educational performance or creating an intimidating, hostile, or offensive working environment.*

### ***Examples of Sexual Harassment***

- ◆ Examples of sexual harassment include, but are not limited to the following:
  - Continued or repeated offensive sexual flirtations, advances or propositions.
  - Continued or repeated verbal remarks about an individual's body.
  - Sexual degrading words used toward an individual to describe objects or pictures.

### ***Designation of Reporting Officer***

The Board directs the Superintendent to appoint an administrative employee to serve as the reporting officer for all complaints of sexual harassment involving students. Mrs. Beth Patton serves as the Sexual Complaint hearing officer and can be reached at the Athens City Schools central office, at 256-233-6600 or by email at [beth.patton@acs-k12.org](mailto:beth.patton@acs-k12.org).

### ***Reporting Incidents of Sexual Harassment***

A student who feels that he/she has been sexually harassed should report the incident to the school principal or designated administrator. Such report shall be made as soon as possible after the incident or, if a series of incidents, as soon as possible after the latest occurrence. Students are urged to make such report no later than ten (10) calendar days following the incident or the latest occurrence in the series of such incidents. The complaint may be made to the principal in person or may be made in writing, signed by the complainant. If such report is first made verbally then it will be the responsibility of the complainant to reduce the same to writing and to sign the written complaint. Upon delivery of the written complaint to the reporting officer, he/she shall forthwith commence an investigation of such written complaint.

### ***Complaint Resolution Procedure***

The school principal shall thereupon meet with the complainant and the charged employee or student and make every effort to resolve such complaint. If such complaint cannot be resolved at this level, the principal shall report the same to the designated reporting officer or superintendent who will make an investigation of the complaint. Every effort will be made to resolve the complaint at this level. If such complaint cannot be resolved at this level by the reporting officer or superintendent, a Board hearing will be held for resolution of the complaint.

The right to confidentiality, for both the accuser and the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.  
Nothing herein shall relieve the principal or other school personnel from reporting wrongful acts against students to the Department of Human Resources as required by law.

### **Sanctions**

A substantiated charge against a staff member in the school district shall subject that staff member to disciplinary action, up to and including discharge.  
A substantiated charge against a student in the school shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student discipline code.

## **STUDENT CODE OF CONDUCT**

### **Classification of Violations**

Violations of the Code of Conduct are grouped into the three classifications of minor, intermediate, and major offenses. Each classification is followed by a disciplinary procedure to be implemented by the principal or designees.

### **Procedures for the Administration of Formal Disciplinary Action**

In the following classes of violations and disciplinary procedures, it is understood that the principal or designee shall hear the student's explanation and consult further with school personnel, if necessary, before determining the classification of the violation. Each classroom teacher will deal with general classroom disruption by taking in-class disciplinary action, by making a personal call to the parent(s) or guardian(s) when deemed necessary and/or feasible, and/or by scheduling conferences with parent/guardian(s) and other school staff when deemed necessary and/or feasible. Only when the action taken by the teacher is ineffective or the disruption is severe, should the student be referred to the principal or designee. Failure to bring notebook, pencil, books, or required materials and equipment to class; refusal to do homework, or refusal to work in class is not cause for disciplinary referrals. School personnel will notify parents or guardians of students who consistently exhibit poor work habits. Habitual refusal to comply after intervention may be classified as defiance of authority and/or insubordination.

### **MINOR OFFENSES – CLASS I**

- 1.1 Excessive distraction of other students:** Any conduct and/or behavior that is disruptive to the orderly educational process in the classroom or any similar grouping.
- 1.2 Unauthorized organizations:** Any on-campus participation in non-sanctioned fraternities, sororities, secret societies, or non-affiliated clubs.
- 1.3 Excessive Tardiness:** Reporting late to school or class.
- 1.4 Use of profane or obscene language**
- 1.5 Non-conformity to dress code**
- 1.6 Minor disruption on a school bus:**
- 1.7 Inappropriate public display of affection**
- 1.8 Unauthorized absence from class or school**
- 1.9 Repeated refusal to complete class assignments and failure to bring required instructional materials to class**
- 1.10 Minor vehicular violations**
- 1.11 Littering of school property**
- 1.12 Academic dishonesty**
- 1.13 Soliciting, procuring, causing, encouraging, aiding, abetting, or assisting another to commit any of the Class I offenses**

- 1.14 Any other violation or school rule or disruption that has a detrimental impact on school activities or the educational process that the principal may deem reasonable to fall within this category.**

## **ADMINISTRATIVE RESPONSES – CLASS I**

- ◆ Administrative responses for Class I violations include, but are not limited to, the following:
  - Student conference
  - Parent contact(s)/conference(s)
  - Detention
  - Suspension from bus
  - Corporal punishment
  - Principal's probation

## **INTERMEDIATE OFFENSES – CLASS II**

- 2.1 Defiant use of a personal electronic communication device or Student Dress Code**
- 2.2 Defiance of Board employee's authority**
- 2.3 Possession, control, or use of tobacco products, lighters, matches, electronic-cigarettes/vapor, synthetic nicotine products, etc.**
- 2.4 Intentional touching, striking, or badgering of another**
- 2.5 Fighting:** Any physical conflict involving two or more individuals
- 2.6 Vandalism:** Intentional and deliberate action resulting in injury or damages of less than \$200 to public property or the real or personal property of another
- 2.7 Stealing – Larceny – Petty Theft:** The intentional, taking and/or carrying away of public, real, or personal property valued at less than \$100 belonging to or in the possession or custody of another.
- 2.8 Possession of stolen property**
- 2.9 Threats to commit extortion:** NOTE: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim, constitutes a Class III offense.
- 2.10 Trespassing:** The willful entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so.
- 2.11 Possession of fireworks or ammunition**
- 2.12 Inappropriate sexual behavior (verbal, written or physical)**
- 2.13 Use of obscene manifestations (verbal, written, physical) toward another person (student, visitor, board employee, etc.)**
- 2.14 Verbal assault upon a Board employee or visitor.**
- 2.15 Leaving premise without permission**
- 2.16 Cheating or other academic dishonesty: serious or repeated violations**
- 2.17 Unauthorized absence from class or school**
- 2.18 Threat, bullying, cyberbullying or intimidation**
- 2.19 Loitering:** Remaining in the restroom, cafeteria, hallway, parking lot, gym areas, or any other unauthorized area.
- 2.20 Inappropriate use of technology resources, including but not limited to taping or filming without consent**
- 2.21 Possession of pocketknife**
- 2.22 Violation of the conditions of principal's probation**
- 2.23 Gambling:** Any participation in games of chance for money and/or other things

of value

- 2.24 Intentionally providing false information to Board employee**
- 2.25 Soliciting, procuring, causing, encouraging, aiding, abetting or assisting another to commit any of the Class II offenses:**
- 2.26 Any other violation or school rule or disruption that has a detrimental impact on school activities or the educational process that the principal may deem reasonable to fall within this category.**
- 2.27 Multiple, repeated, persistent, or blatant/gross Class I violations that result in a significant disruption of school events, school days, school activities, classes or other parts of the educational process.**

## **ADMINISTRATIVE RESPONSES – CLASS II**

- ◆ Administrative responses for Class II violations include, but are not limited to, all of the responses for Class I violations, as well as the following:
  - In-school suspension
  - Out-of-school suspension not to exceed five (5) days; and/or
  - Alternative Placement (i.e., the student may not be permitted to participate in the same classes, privileges, and/or activities as the general population of students)
  - Legal action

## **MAJOR OFFENSES – CLASS III**

- 3.1 Drugs and alcohol:** The unauthorized possession, transfer, use, sale, soliciting, trafficking, misuse and/or abuse of drugs, drug paraphernalia, alcoholic beverages, or other intoxicant of any kind.
- 3.2 Arson:** The willful and malicious burning of any part of a building or its contents.
- 3.3 Assault or battery upon Board employee, student, and/or visitor:** The threatening by word or act **OR** the unlawful and intentional touching or striking **OR** the intentional causing of bodily harm.
- 3.4 Robbery:** The taking of money or other property from the person which may be the subject of larceny from the person or custody of another by force, violence, assault or putting in fear of same.
- 3.5 Stealing – Larceny – Grand Theft:** Knowingly or intentionally taking, obtaining, receiving, or exerting unauthorized control over property valued at \$100 or more belonging to or in the lawful possession or custody of another.
- 3.6 Burglary of school property:** The breaking into, entering, or remaining in a structure or conveyance with the intent to commit an offense therein.
- 3.7 Criminal mischief:** Willful and malicious injury or damages at or in excess of \$200 to public property, or real property belonging to another.
- 3.8 Possession of firearms:** Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device.
- 3.9 Discharging of any pistol, rifle, shotgun, air gun, pellet gun or BB gun, or any other device on school property or at any school related function**
- 3.10 Possession of weapons:** Any knife, metallic knuckles, tear gas gun, chemical weapon or device, or any other weapon, instrument, or other object capable of causing bodily harm, or with the intent to be armed.



- 3.11 Bomb threats:** Any such communication(s) that has the effect of interrupting the educational environment.
- 3.12 Explosives:** Preparing, possessing, or igniting on School Board property explosives likely to cause serious bodily injury or property damage.
- 3.13 Sexual acts:** Acts of sexual nature including, but not limited to, battery, sodomy, intercourse, attempted rape, or rape.
- 3.14 Aggravated battery:** Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon.
- 3.15 Inciting or participating in major student disorder:** Leading, encouraging, or assisting in major disruptions of school events, activities, classes, or other parts of the educational process.
- 3.16 Unjustified activation of a fire alarm system**
- 3.17 Igniting fireworks**
- 3.18 Sexual harassment**
- 3.19 Written or Verbal Propositions to Promote Sexual Acts:**
- 3.20 Threats of Death or Serious Bodily Harm:** The verbal, written or electronic communication of a threat to kill or do serious bodily harm to another person.
- 3.21 Soliciting, procuring, causing, encouraging, aiding, abetting or assisting another to commit any of the Class III offenses.**
- 3.22 Multiple, repeated, persistent, or blatant/gross Class I or Class II violations that result in a major disruption of school events, school days, school activities, classes or other parts of the educational process.**

### **ADMINISTRATIVE RESPONSES - CLASS III**

- ◆ Administrative responses for Class III violations include, but are not limited to, all of the responses for Class I and II violations, as well as the following:
  - Out-of-school suspension not to exceed 10 days; and/or
  - Expulsion

NOTE: Due to the serious nature of some offenses, it may be necessary to remove a student immediately from school property.

### **STUDENT SEARCHES**

**School Property** – Desks and lockers are school property, and school authorities may make regulations regarding their use. No school official shall inspect or search lockers or desks unless there is a reasonable cause to believe that articles are kept there that may endanger other individuals in the school or that such articles possessed are contrary to law or the regulations or policies of the school and/or Board.

**Individuals** – School officials (school principal or approved designee under the direction of the school principal only) may make searches of a student and/or personal belongings if there is reasonable cause to believe that the student is carrying articles that may endanger other individuals in the school or that such articles possessed are contrary to law or the regulations or policies of the school and/or Board. If a student is searched, it will be in private by a school official of the same sex with a certified staff member of the same sex present. In any case where the principal or designee determines that a search of more than a student's pockets, jacket, cap, outer shirt, shoes, socks, belt, purse, book bag, and other outer garments and articles is justified by sufficient reasonable cause, the principal or designee will notify the student's parent or guardian prior to the search and the parent or guardian will be given a reasonable opportunity to be present.

**Automobiles** – School officials may search selected vehicles while on school property when there is plain view evidence or reasonable cause to believe that the vehicle contains articles that may

endanger other individuals or are contrary to law or regulations or policies of the school and/or Board.

### **Law Enforcement Officials**

School officials will cooperate with law enforcement officials in their effort to enforce the law; however, school officials will not permit warrantless searches of students by law enforcement officials on school property.

## **RIGHTS AND RESPONSIBILITIES**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) 1974**

FERPA affords parents/guardians and students over 18 years of age “eligible students” certain rights with respect to the student’s education records and personally identifiable information.

◆ These rights are:

- Inspect and review information contained in their education records, to challenge the contents of the education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in the files if the decisions of the hearing panels are not acceptable to the challenging party.
- Consent before students are required to submit to a survey that concerns one or more of the eight protected areas as designated by the statute. It also provides the right to receive notice and an opportunity to opt a student out of protected area surveys, non-emergency invasive physical exams, or screenings.
- Consent to disclosures of personally identifiable information contained in the student’s records, except to the extent that FERPA authorizes disclosure without consent. Information may be disclosed to school officials with legitimate educational interests.
- File a complaint with the Family Policy Compliance Office (FPCO), US Dept of Education; Washington, DC. with the alleged failure(s) by the school district to comply with FERPA requirements.

### **NOTICE FOR DISCLOSURE OF SCHOOL DIRECTORY INFORMATION**

For School Directory information, please see the Athens City Schools website at [www.acs-k12.org](http://www.acs-k12.org).

### **PARENTAL INFORMATION AND RESPONSIBILITY**

Under Alabama law, local school systems are required to inform parents and guardians of their education-related responsibilities. Parents and guardians are responsible for the child’s attendance and conduct in school. Parents and guardians are required to read the *Code of Student Conduct* and return a signed acknowledgement form.

Section 16-28-12(b) of the *Code of Alabama* provides as follows:

Each local board of education shall adopt a written policy for its standards on school behavior. Each local public school superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of the student and the parent, guardian or other person having control or custody of the child shall document receipt of the policy.

Section 16-28-12 (a) further provides that *parents or guardians who fail to compel their child to regularly attend school or fail to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the Board of*

Education shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than \$100 and may be sentenced to hard labor for the county for not more than 90 days.

Parents and guardians should also be aware of the following, pursuant to § 16-1-24.1(e) of the *Code of Alabama*:

- a. A parent, guardian, custodian, or person, excluding a foster parent, responsible for the care or control of a minor child enrolled in a public school system shall be responsible financially for such child's destructive acts against school property or persons.
- b. A parent, guardian, custodian, or person, excluding a foster parent, responsible for the care or control of a minor child enrolled in a public school system may be requested to appear at school by an appropriate school official for a conference regarding acts of the child.
- c. A parent, guardian, custodian, or person, excluding a foster parent, responsible for the care or control of a minor child enrolled in a school system who has been summoned by proper notification by an appropriate school official shall be required under this provision to attend such discipline conference.

Furthermore, with certain exceptions, the school system is entitled to recover actual damages from the parent or guardian, or both, of any minor who maliciously and willfully damages or destroys property belonging to the school system.

### **STUDENT DUE PROCESS**

Before being punished for violation of a Board policy or local school rule and regulation, (but not necessarily before being removed from the immediate academic setting), the local school principal or designee will ensure that students are accorded appropriate due process. The following minimal due process will be accorded the student:

1. The student will be given oral or written notice of the charge(s) against him/her.
2. The evidence supporting the charge(s) will be explained to the student.
3. The student will be given an opportunity to present his/her own version of the facts concerning the charge(s).

### **STUDENT GRIEVANCES AND APPEALS**

Students have both the right and the responsibility to express school-related concerns and grievances to the teachers and school administrators. The term "grievance" applies to matters that fall within the discretionary powers of the principal, Superintendent and/or Board. Any student with a personal grievance is to discuss the matter with the teacher involved. When the nature of the grievance dictates otherwise, the student, upon notifying the teacher directly involved, may request a meeting with the school principal. One faculty member of the student's choice or his/her parent(s) or guardian(s) may be present at such meeting. A grievance is defined as written claim submitted by a student of a violation, misinterpretation, or inequitable application of local Board policy, local school rules and regulations, or local administrative procedure.

The student through his/her parent(s) or guardian(s) may pursue the grievance process through the following sequence of actions to exhaust all recourse:

1. Meet and discuss with teacher.
2. Meet and discuss with Principal.
3. Meet and discuss with Student Services Supervisor.
4. Meet and discuss with Superintendent.
5. Meet and discuss with Board of Education.

## **SUMMARY OF CIVIL LIABILITIES AND CRIMINAL PENALTIES**

The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property, at school-sponsored events, on the way to or from school, or against school employees.

### **◆ ATTENDANCE AND CONDUCT (Ala. Code § 16-28-12 ~~(1975)~~)**

Each parent/guardian or other person having control or custody of a child required to attend school who fails to have the child enrolled, to have the child regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local Board of Education shall be guilty of a misdemeanor (and may be fined up to \$100 and may be sentenced to hard labor for up to ninety (90) days.)

### **◆ TEACHER ASSAULT (Ala. Code § 13A-6-21 (1975))**

A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his or her duty.

### **◆ DRUG DEALING (Ala. Code § 6-5-72 (1975))**

A person who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor, if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.

### **◆ DRUGS, ALCOHOL, WEAPONS, PHYSICAL HARM, OR THREATENED PHYSICAL HARM (Ala. Code § 16-1-24.1 (1975))**

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within ten (10) school days.

If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

### **◆ WEAPONS IN SCHOOLS (Ala. Code § 13A-11-72 (1975))**

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a class C felony. (Deadly weapons include but are not limited to hand grenade, explosive or incendiary device; a pistol, rifle, or shotgun; or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy, black-jack, bludgeon, or metal knuckles.)

### **◆ VANDALISM (Ala. Code § 6-5-380 (1975))**

The parents, guardian, or other person having control of any minor under the age of 18 with whom the minor is living and who has custody of the minor shall be liable for the actual damages sustained to school property, plus the court costs, caused by intentional, willful, or malicious act of the minor.

◆ **PISTOL POSSESSION/DRIVER'S LICENSE (Ala. Code § 16-28-40 (1975))**

Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver's permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over age 14 possesses a driver's license on the date of confiscation, the driver's license will be suspended for 180 days.

◆ **DROP-OUT/DRIVER'S LICENSE (Ala. Code § 16-28-40 (1975))**

The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled in a GED program; are enrolled in a secondary school; are participating in an approved job training program; are gainfully employed; are a parent of a minor or unborn child; or are the sole source of transportation for the parent.

## **STUDENT TRANSPORTATION**

### **STUDENT PARKING/DRIVING**

All students who operate a motor vehicle on the Athens High School or Renaissance School campuses will be required to register their automobile(s) before being issued a parking permit. The cost of the permit is \$20.00. Athens Middle School and/or SAFE & CARE students are not allowed to drive vehicles on any campus.

*Exceptions: The principal of each campus, in writing to the parent/guardian, must approve any exception to these rules.*

- ◆ Athens High School students must adhere to the following conditions when driving a vehicle on campus:
  - Vehicles are to be parked in the authorized parking areas on school grounds.
  - Students are **not to park** in front of the building, along any yellow curb on campus, nor in the access road of the lunchroom.
  - Students are not permitted to sit in cars or loiter in the parking lot.
  - The school is not and cannot be held responsible for vehicles and/or contents thereof while parked on campus. It is the responsibility of the driver/owner.
  - Vehicles should be kept locked at all times when unoccupied.
  - Any damage to or tampering with a vehicle while it is parked on campus should be reported immediately to the office.
  - Towing is at Owner's Expense.
- ◆ All students must follow these procedures in order to operate a motor vehicle on school campus:
  - Students operating motorized vehicles on school premises shall do so in accordance with Alabama traffic laws.
  - System and school rules and regulations must be followed at all times.
  - Students must provide a copy of their driver's license and proof of insurance before they are authorized to bring a vehicle on school premises.
  - Violation of these procedures may result in arrest and prosecution in accordance with Alabama law and/or disciplinary action by local school officials.

- Failure to follow safe driving procedures may result in the **suspension of driving privileges**.

Students attending classes at Limestone County Career Technical Center (LCCTC) are provided daily bus transportation.

- ◆ Students that need to transport special projects must follow these procedures in order to drive to the LCCTC:
  - Must have a driving permit from Athens High School or Renaissance School.
  - Must have a driving permit from LCCTC completed and signed by all required personnel.
  - Students are not allowed passengers for this purpose.

## **SCHOOL BUS TRANSPORTATION**

The Board shall provide transportation to and from school to eligible students of the school district. The transportation program shall be operated in accordance with provisions of the Code of Alabama and State Board of Education rules and regulations. The primary considerations of the transportation program shall be the safety and welfare of students.

Procedures pertaining to student safety and the transportation program are as follows:

### **◆Students:**

- Students must be at their bus stop on time. The bus will not wait for students who are tardy. Plan to be at the bus stop at least five (5) minutes early. Failure to be at your bus stop on time may result in bus riding privileges being suspended.
- The bus/bus stop is an extension of the school in which the student attends. Misconduct on the bus/bus stop will be subject to discipline just as if the misconduct took place in the classroom.
- I-Pod's, MP3 players, and music devices are allowed by driver permission only and **only** with ear-buds or headphones. A driver may deny one or all riders the use of music devices on their bus.
- Do **not** run to or from the bus stop.
- Be alert for vehicles in driveways and parking lots.
- Refrain from horseplay while waiting on the bus.
- Do not move toward the bus until the driver has given you permission.
- The use of cell phones on the bus is prohibited. If a student is observed using a cell phone on the bus, the driver will confiscate and turn it in to the principal. School procedures for cell phone use and discipline are in effect.

### **◆Parents:**

- Students will only be picked up and dropped off at their designated stop.
- Parents should read and discuss school bus riding policies with their children and explain that the rules are written for the safety of everyone on the bus.
- Know the laws concerning stopping for school buses that are loading and unloading.
- Objects that could cause reduced visibility or distractions should not be carried on the bus. Items included, but not limited to balloons, kites, animals, insects, plants, and large posters. All items must fit under the seat or in lap.
- Parents and unauthorized persons are not allowed to board the school bus.

### **◆Bus Discipline:**

- Riding the school bus is a privilege, not a right. Misconduct on the bus is a safety hazard and may result in a student losing that privilege.

- Principals are authorized to suspend or terminate bus privileges.
- If a child loses his/her bus riding privilege, the parents assume the responsibility for transportation to and from school.

◆ **On the Bus:**

- Follow the instructions of the driver at all times.
- Talk quietly and stay seated while the bus is in motion.
- Be courteous and respectful of others. No loud talking or shouting.
- Do not write on or damage the seats.
- Keep arms and head inside the windows.
- Be silent at railroad crossings.
- Keep books, backpacks, and other belongings out of the aisle.
- Do not use profanity or abusive language.
- Never throw objects inside the bus or out of the windows.
- Eating and drinking on the bus is prohibited.
- Do not write on or damage the seats. Students/parents may be responsible for damages.
- Never throw objects inside the bus or out of the window. (Students will be responsible for damages incurred by such action.)
- Do not leave paper or trash on the bus. Thank you for helping to keep the bus clean.

◆ **SAFETY TIPS!**

- Hold onto the handrail to prevent a slip or fall.
- Go directly to your seat and sit down.
- Move away from the bus as soon as you exit.
- Look to the rear of the bus for oncoming vehicles as you exit the bus.
- Do not play in the loading/unloading zones.
- Never go back to retrieve anything you may have dropped or left behind.
- Never bend down near or under the bus.
- Always stay where the bus driver can see you – think before you move.

## TECHNOLOGY

### CELL PHONES/ELECTRONIC COMMUNICATIONS DEVICES

Personal wireless communication devices, personal mobile computers, and mobile phones must be turned off during school hours unless permission of the principal (or designee) for supervised classroom instruction or at the discretion of the principal. It is the student's responsibility to ensure that the device is turned off and out of sight during unauthorized times.

- ◆ Violation of this policy and/or use that violates any other district policy shall result in disciplinary action as follows:
  - First offense: Confiscated and returned to student at the end of the day.
  - Second offense: Confiscated and returned to the parent after parent, student, and administrator meeting to discuss the violation and future consequences.
  - Third offense: Confiscated and returned to parent after one (1) week or returned to parent and student placed in ISS for five (5) days.
  - Fourth offense and all subsequent offenses: Out-of-school suspension for three (3) days plus one (+1) day added for each offense thereafter.
  - *Note: the fourth violation and beyond are considered defiance of school authority and not treated as cell phone/electronic communication device offenses.*

School administrators may read, examine, or inspect the contents upon reasonable suspicion that the device contains evidence of a violation of civil and/or criminal law, Board policy, or the Student Code of Conduct.

**Students who bring mobile devices to school assume all risks of damage, theft, loss, or misuse of the device. The district holds no responsibility for damage or loss of personal devices.**

Students who choose to connect to the district network agree to the requirements of the Student Internet & Electronic Mail Acceptable Use Policy and should consider the personal devices to the same level of monitoring and access as any district-owned device. The district reserves the right to monitor Internet and network use of personal devices on all district networks.

### INTERNET SAFETY & ACCEPTABLE USE OF COMPUTER TECHNOLOGY

#### ***Grades 6-12***

#### **I. General**

The Athens City School System is pleased to offer students access to a networked computer environment that provides access to a variety of instructional software and to the Internet. In order for the school system to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Access to technology resources is a privilege, not a right, and may be revoked if abused. Access entails responsibility.

The following pages describe the provisions of your agreement regarding computer network and Internet use. Students violating these rules will lose computer privileges and/or receive punishment as defined in the *School Code of Conduct*. Misuse of the school system's technology will subject students to revoked computer usage, monetary charges to repair damaged equipment, detention,



suspension, and/or expulsion. Violation of civil and/or criminal law relating to technology and its use can result in criminal prosecution and civil liability.

## **II. Access**

The school system's technology network is a limited forum, similar to the school newspaper, and therefore the school system may restrict your speech while using the network. Students should expect no privacy in the contents of personal files or record of web research activities on the network. The school system reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any information transmitted or received in connection with such usage. If a user is believed to be in violation of any of the technology guidelines, a system administrator may review communications and provide documentation related to any violation. The school system does not guarantee the privacy, security, accuracy, truthfulness, or confidentiality of any information sent or received via the Internet.

- A.** The use of all Athens City School District's technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges, pending investigation.
- B.** Individuals may use only accounts, files, software, and/or other technology resources that are assigned to, provided, or approved for use.
- C.** Individuals identified as a real or suspected security risk will be denied access.
- D.** Individuals must not attempt to disrupt any technology services or data integrity by engaging in inappropriate activities. Examples include, but are not limited to, spreading viruses, spamming, excessive network and/or Internet activity, or modification of equipment or infrastructure.
- E.** Individuals must not attempt to modify technology resources, utilities, and configurations, and/or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system or filtering systems, either with or without malicious intent.
- F.** Personal technology-related devices such as, but not limited to laptops, cell phones, smart-phones, smartwatches, iTouch/iPods/iPads, cameras or other eDevices, etc. used on school grounds are subject to all rules covered in this policy and other applicable published guidelines. The permission for such personal devices to be brought to school and the use of such devices will be at the discretion of the local school administration. The use of personal devices during school hours, using school network access, is subject to the conditions outlined in this policy and all other school system policies and guidelines, as well as local, state, and federal laws.
- G.** The district technology director, and/or school system administrators will determine when inappropriate use has occurred, and they have the right to deny, revoke, or suspend specific user accounts.

## **III. Internet Use**

The Internet is a global network made up of many smaller contributing networks connecting millions of users throughout the world. Through the Internet, students can explore thousands of libraries, databases, museums, and other resources to enhance educational experiences. In compliance with the Children's Internet Protection Act that was signed into law December 21, 2000, the Athens City School System has established several measures to help protect Internet users.

Although the Athens City School System provides a reputable Internet blocking system in addition to teacher/staff supervision, it is not possible to screen all materials. It is important for families to discuss the appropriate use of the Internet and to set expectations for the kinds and types of materials that are acceptable for viewing. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet and the schools' technology resources.

- A. The intent of the Athens City School District is to provide access to resources available via the Internet with the understanding that staff and students will access and use information that is appropriate for their various curricula.
- B. All school rules and guidelines for appropriate technology usage, as well as local, state, and federal laws apply to usage of the Internet.
- C. Students gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from their parents.
- D. Internet activity can and will be monitored, along with other aspects of technology usage.
- E. Successful or unsuccessful attempts to bypass the Internet filters by using proxies or other resources are a violation of this policy.

#### **IV. Electronic Mail**

Electronic mail access is intended to support only educational, instructional, and administrative functions. Students are not allowed to use instructional time and school resources to check personal email accounts via the Internet. The school system cannot guarantee the privacy, security, accuracy, truthfulness, or confidentiality of any information sent or received via electronic mail.

#### **V. Web Publishing**

The Athens City Schools' web sites are limited to usage associated with activities of the school district. The web site(s) cannot be used for profit, for commercial purposes, to express personal opinions, or to editorialize.

- A. Student pictures or other personally identifiable information can be used in accordance with FERPA guidelines.
- B. Individual students may be identified by full name unless permission to do so is denied by the parent or guardian in writing to the school principal. Full names may only be used in reporting student participation in school sponsored extracurricular activities, achievements, and other positive recognitions.
- C. Infringement of copyright laws, obscene, harassing or threatening materials on web sites are against the law and are subject to prosecution.

The school system's web sites are publications designed to inform students, parents, and the community about school activities.

- A. The term "web site(s)" includes the web pages that are an integral part of the site as well as the web sites and/or pages to which a link has been provided within a school system site or page. Only schools, departments, activities, and teachers of the Athens City School System will have web pages sponsored by and linked together under the Athens City School's homepage. The Athens City School System takes no responsibility for sites that may unknowingly link to school-sponsored web pages.
- B. Material (including but not limited to text, graphics, photographs, artwork, audio, video, etc.) generated by or using the resources of a school, a school-sponsored activity, or the school system may only be shown on a web site or page with the approval of the technology coordinator, principal and/or superintendent.
- C. The provisions of the Family Educational Rights and Privacy Act, 20 U.S. C. 1232g will be observed regarding the inclusion of student and family data on web sites.
- D. Many teachers post assignments on websites. Although this is an excellent instructional tool, there are times when the internet may not be available. Lack of Internet access does not relieve the student of the responsibility of complying with classroom instructions from the teacher or

contacting the teacher or school to obtain current instructions, assignments, or other guidance.

- E. Students attempting to or found to have tampered with web site content or operation, without authorization, shall be considered to have committed a Class III offense punishable as provided in the *Student Code of Conduct*.

## **VI. Data Security**

- A. Students are expected to follow all local, state and federal laws and system policy regarding the protection of student and staff confidential data.
- B. Users should not have any expectation that their usage of such resources is private. Reasonable efforts will be taken to maintain security of technology resources, but the school district cannot ensure that such security will not be penetrated or breached and cannot assume any liability arising out of any such penetration or breach of security.
- C. Users are responsible for their individual network accounts and must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the Athens City School District. Individuals must take all reasonable precautions to prevent any such unauthorized usage shall be reported immediately to the local school principal and/or the district technology director.
- D. Students shall be responsible for reporting suspected or actual breaches of data security whether due to inappropriate actions, carelessness, loss/theft of devices or failures of technical security measures. Students should not go looking for security problems, as this will be construed as an illegal attempt to gain access.
- E. Individuals may not attempt to log into the network using any network account and/or password other than the login(s) assigned to him/her. Individuals may not allow someone to use his/her network account and/or password to access the network, email, specific software packages, or the Internet.
- F. The system-wide technology staff does perform routine backups in an effort to assure continuity of business. There can be no assurance, however, that technology resources will be available within a particular time frame following an outage. There is no guarantee that information that existed prior to an outage, malfunction, or deletion, can be recovered.
- G. Users are expected to maintain and back up their critical files and data. To maintain effective network performance, data stored on the servers will be deleted on a regular basis.

**VII. Privacy**  
To maintain network integrity and to insure that the network is being used responsibly, if any policy violation or inappropriate behavior is suspected, the technology director, local school administrators, and/or other designated technology staff reserve the right to inspect any and all data, including data stored by individual users on individual school or personal devices. Users should be aware that activities might be monitored at any time, without notice.

- A. Users should not have any expectation that their use of technology resources, including files stored by them on the Athens City Schools' network, will be private and will be secure from access by others.
- B. Because communications on the Internet are public in nature, all users should be careful to maintain appropriate and responsible communications.
- C. Athens City School District cannot guarantee the privacy, security, or confidentiality of any information sent or received, either via the Internet, an email facility, telephone, or otherwise.
- D. Users should not store personal and/or private information on the district and/or schools technology resources.

## **VIII. Rules and Uses**

The following rules and policies govern the use of the Athens City School System's technology resources:

### **A. Personal Safety and Personal Privacy**

You are prohibited from posting personal contact information about yourself. Personal contact information includes your address, telephone, school address, work address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information. Never meet or agree to meet with a person you communicated with online. You will promptly disclose to your teacher, counselor, or principal any message you receive that is inappropriate or makes you feel uncomfortable. Under no conditions should you provide your password to another person. You must not use school computers and resources to participate in Internet chat rooms that are not related to instruction. Entry into chat rooms during school hours must be pre-approved by teachers.

### **B. Illegal Activities**

You will not use the school's technology resources to engage in any illegal act. In the event there is a claim that you have violated this policy, you will be provided due process rights and will be subject to criminal prosecution and civil liability.

### **C. Inappropriate Communication and Cyberbullying**

Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause damage or a danger of disruption. You will not engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending messages, you must stop. You will not knowingly or recklessly post false or defamatory information about a person or organization. Athens City School Board Policy JNA – Anti-Harassment Policy, governs Cyberbullying and harassment behavior.

### **D. Respecting Resource Limits**

You will use the system only for educational activities. You will not download large files unless approved by the school's computer lab manager/teacher. If it is necessary to download a large file, you will download the file during a time when the system is not being heavily used and will remove the file from the system as soon as it is used for the required educational activity. You will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

### **E. Plagiarism**

You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

### **F. Care of Equipment**

You will take care to protect the school system's equipment from damage and will follow all rules established by the school in regards to use of the equipment. You are prohibited from installing software on school equipment. You and your parents can be held financially responsible for any and all harm to the system's equipment and/or network as a result of misuse and/or intentional damage.

### **G. Inappropriate Access to Material**

You will not use the school's technology resources to access material that is designated for adults only or is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). If you mistakenly access

inappropriate information, you should immediately tell your teacher. Your parents should instruct you if there is additional material they think it would be inappropriate for you to access.

The school system fully expects that you will follow your parent's instructions in this matter.

It is the obligation and intent of the Athens City School System to comply with the copyright laws of the United States – including those pertaining to computer software and peer-to-peer file sharing. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner.

- A. As cited in Board Policy IFBGB, all copyright laws and license agreements between the vendor and the school system shall be observed.
- B. You are not authorized to make copies of any software owned by the Athens City School System without the knowledge and permission of the System Technology Coordinator. In addition, you are prohibited from using school equipment to make illegal copies of personal software or to download copyrighted materials. Illegal, unauthorized, or unlicensed copies of software or files must not be used on school system equipment and will be removed if identified.

## **IX. Disciplinary Actions**

Routine maintenance and monitoring of the network may lead to discovery that you have violated school policies or the law. The school system will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted while using school technology resources. In the event there is a claim that you have violated any of these policies, you will be provided due process rights and will be subject to criminal prosecution and civil liability. In addition, you will be subject to punishment as defined in the *School Code of Conduct*.

## **X. Limitation of Liability**

The Athens City School System expressly denies all warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the Athens City School Board, the Athens City School System, and all of their administrators, teachers, agents, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school Board in the event of the Board's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school system's network.

## **POWER UP STUDENT HANDBOOK**

The PowerUP student handbook includes the guidelines and policies specific to students in grades 6-12 that are participating in the PowerUP program. Guidelines included in the PowerUP handbook supplement, not replace, the Internet Safety and Acceptable Use Policy.

## **STUDENT ASSESSMENT PROGRAM**

### **ACT NATIONAL TESTING SCHEDULE**

Students planning to attend college should be aware that many colleges require an entrance exam for admission and/or scholarship selection. The entrance examination most used by colleges in the Southeast is the ACT Assessment. The ACT contains four curriculum-based tests which measure academic achievement in the areas of English, mathematics, reading, and science reasoning. An optional writing test (ACT Plus Writing) is available as a fifth test for students taking the ACT. The tests are measures of academic development that rely largely on students' skills in applying the content knowledge and reasoning skills acquired in their course work. The ACT is given in a four-hour morning session on various test dates. Those registered for the ACT Plus Writing will test for thirty additional minutes. Students may register online, review sample test questions, and obtain more information concerning the ACT at [www.act.org](http://www.act.org). Parent information is also available on ACT's website.

Students should contact the Guidance Department for more information.

### **STATE TESTING DATES**

STATE ASSESSMENT	GRADES	TESTING WINDOW	DAYS
<b>PreACT</b>	<b>Grade 10</b>	<b>Sept 30 - Oct 18</b>	<b>1</b>
<b>ACT WorkKeys</b>	<b>Grade 12</b>	<b>Oct 1 - Nov 8</b>	<b>1</b>
<b>ACCESS &amp; Alternate ACCESS</b>	<b>Grades 6-12</b>	<b>Jan 21 – March 20</b>	<b>2-3</b>
<b>ACT with Writing</b>	<b>Grade 11</b>	<b>March 10 - 20</b>	<b>1</b>
<b>ACAP Alternate</b>	<b>Grades 6-8, 10-11</b>	<b>March 2 – April 10</b>	<b>2-5</b>
<b>ACAP Summative</b>	<b>Grades 6-8</b>	<b>March 30 – May 1</b>	<b>2-3</b>

**NOTE: No student takes all tests listed above; nor is all day devoted to testing on the specified number of days.**

### **USE OF DIGITAL DEVICE DURING ADMINISTRATION OF SECURE TESTS**

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated.

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

## **EAGLE APPS**

Eagle Apps powered by Google Apps for Education provides all students with access to a Google Education Account and to more than 30 GB of storage space to store school related electronic date files, an online calendar, and a variety of other collaboration tools.

Students will be encouraged to use Eagle Apps as their "digital locker" for the storage of their school related electronic files. Students will receive a unique username and password to this system during the first few days of school.

Below are just a few of the advantages of this service:

- An electronically appropriate, advertisement free, filtered e-mail address for students accessible from any Internet connected device or computer (grades 3-12).
- Web-based access from anywhere in the world to Google Docs, a word processing program similar to Microsoft Office for the storage, preparing and sharing a variety of document types.
- Access to shareable online calendar to help students plan their time, organize assignments and meet project deadlines.
- Teachers and students can easily collaborate through the Eagle Apps platform in a paperless environment.

These services are provided to students as a privilege and every student is expected to use the system ethically, responsibly, and in accordance of the Acceptable Use Policy located in the student handbook.

We are hopeful that the suite of products available to students at Athens City Schools will enhance the way that students create, communicate, collaborate and store electronic files and media. Please visit: <http://www.google.com/enterprise/apps/education/> for more information, online training and support materials.

## **FORM TO BE COMPLETED AND RETURNED TO SCHOOL**

Please complete the following Parental Involvement Form, remove it from the handbook, and return to the school office.

Keep the handbook for future reference.

# PARENTAL INVOLVEMENT FORM

## Message to Parents/Guardians Concerning the Athens City Schools Student Code of Conduct and the Student Internet Safety & Acceptable Use of Computer Technology (Grades 6-12)

It is the desire of the Athens City School System that each student and their parent/s and/or guardian/s receive a copy of the Student Code of Conduct and the Student Internet Safety & Acceptable Use of Computer Technology (Grades 6-12). A copy of each is included in the student-parent handbook and a copy of the student-parent handbook is distributed to each student.

Please take time to read the Athens City Schools Grades 6-12 Student-Parent Handbook. You are encouraged to ask any questions. You may wish to contact your child's school office for additional assistance or information.

### **Please complete and return this form to your child's teacher.**

- My parent/guardian and I have received and read the rules and regulations set forth in the student-parent handbook.
- I have read the Athens City Schools Student Code of Conduct and I understand that my child or ward will be expected to abide by the rules and regulations contained in this code.
- I have read, understand and agree that my child or ward will comply with the terms of the Athens City Schools Student Internet Safety & Acceptable Use of Computer Technology (Grades 6-12).

Student Name \_\_\_\_\_ Parent Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Parent Signature \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_





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